

**Draft**  
**EM 1110-1-2909**  
**1 Nov 2002**  
**Chapter 9**  
**Software and System Procurement**

**9-1. General**

*a.* The term “Information Technology (IT)” is defined in Public Law (PL) 104-106, Section 5002 Definitions, (3) (b). IT includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services) and related resources.

*b.* The passage of PL 104-106 has shifted the responsibility for management and oversight of IT from the General Services Administration (GSA) to the Office of Management and Budget (OMB). GSA abolished the FIRMR effective 8 Aug 96. OMB is required to issue guidance in conducting IT acquisitions. Your local Director or Chief of Information Management will be able to provide you with the latest guidance and direction in defining and developing the appropriate documentation to justify initiating the acquisition process. As a minimum, requirements should have been identified in your organization’s IMA Mod Plan and the IT assets captured in the Requirement Statements Management System (RSMS). If solicitation or contract does not require IT then a brief statement must accompany the request that states, the specification for this contract do not contain any requirement for IT.”

*c.* The documentation required to justify initiating the acquisition process is, generally: stating a specific mission that needs IT resources to satisfy that mission, with measurable benefits derived from the investment. All of these must be consistent with common sense and sound business practices.

(1) The planning for IT resource requirements starts with establishing the mission need. The needs identified at program initiation must be reexamined at each milestone to assure that they reflect the most current program conditions and IT. The following are major elements in the acquisition process: mission needs, structuring an acquisition strategy, developing producible and affordable designs, making decisions, and assessing program status as it applies to Life Cycle Management of Information System (LCMIS).

(2) A part of the requirement justification must identify the IT resource being requested, in order that the Director or Chief of Information Management can certify compliance that it is consistent with Army Technical Architecture. A statement justifying the requirement is required, and a financial analysis under LCMIS may be required. You need to assure that requirement statement has been updated and still conveys the justification for the IT resource.

**9-2. Contract Vehicles**

USACE commands have several contract-type vehicles available to them for procurement of GD&S hardware, software, and technical services. These contracts are applicable to GDS procurements but are by no means the only vehicles available. Using an existing contract vehicle eliminates or shortens some of the procurement steps. However, all hardware procurements must have approved Life Cycle Management documentation, a Requirements Analysis and Analysis of Alternatives. The most significant contracts for acquisition of GDS hardware and software are the "ESRI Blanket Purchase Agreement" (ESRI BPA) and the “Facilities CAD2” contract.

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The CADD/GIS Center established the ESRI BPA with Environmental Systems Research Institute (ESRI) for a variety of their products and services. The USACE POC for this BPA (DACW42-01-A-0022) is as follows:

Vicksburg Consolidated Contracting Office  
Contract Specialist  
Mr. Jack Little, CEMVK-CT-T  
USACE, Vicksburg District  
4155 Clay Street  
Vicksburg, MS 39183-3435  
(phone) 601-631-7264  
(fax) 601-631-7261  
(email) [jack.a.little@mvk02.usace.army.mil](mailto:jack.a.little@mvk02.usace.army.mil)

Details on the ESRI BPA are available at <http://tsc.wes.army.mil/esribpa/> (note: you must register to access the BPA information).

The CAD2 contract was awarded to two vendors, Intergraph (Contract N66032-93-D-0021) and McBride/Tracor Enterprises Inc. (Contract N66032-93-D-0022). Both vendors offer a wide variety of software and hardware products and support services for GD&S applications. The USACE point of contact for the Facilities CAD2 contract is:

Mr. C. W. "Rusty" Brasfeild, Jr.  
Facilities CAD2 COR  
NAVFAC DET WES, Bldg 8000  
3909 Halls Ferry Road  
Vicksburg, MS 39180-6199  
Telephone: (800) 700-2232 or (601) 634-4474  
FAX: (601) 634-2947

The CAD2 contracts require special consideration in the CEFMS environment. The CAD2 Contract is administered by the U.S. Navy. However, because the vendors are private sector entities, the Prompt Payment Act applies. Guidance from the USACE Finance Center in Millington, Tennessee states that purchases made through the CAD2 contract should be coded as C2- Contract Outside the Government. This will help avoid payment delays and penalty payments to the vendors.